

Frequently Asked Questions County Online Equalization Reporting

What is a form 4606?

The form 4606 entitled “Electronic Signature Declaration for Annual State Equalization Reports”, is used to request a secure individual personal identification number for your county to use for equalization reporting.

What is the purpose of the personal identification number (PIN)?

The PIN serves two primary purposes. First, it is used in lieu of a physical signature for those who wish to file their annual equalization reports online. Secondly, it enables access to the individual secure accounts. These accounts will be used for online creation of the county L-4023, L-4024, and L-4046 reports, and for online submission of those completed reports to the Assessment and Certification Division for State Equalization. Those who file in paper format will also be able to view their individual accounts once the state has had a chance to enter their data online.

What is the purpose of having an online account?

Each county will have its own secure online account which enables the county to create the county equalization reports, file those reports in a secure electronic format, and print hard copies of their filing for their records. The program also allows the counties to produce and save reports in several different formats which could prove useful for the counties’ use of data internally for various purposes. In addition, the online account will allow the counties to view the data being relied on for State Equalization.

Who do I call if I have questions about the personal identification number (PIN)?

For questions about the personal identification number, you may contact the Assessment and Certification Division (ACD) at (517) 241-4338.

What do I do if I lose or forget my personal identification number (PIN)?

If you lose or forget your PIN during the year, you will need to complete a new form 4606 and upon verification of authorization, you will either be issued a new PIN, or your existing PIN will be confirmed for you. For security reasons, new personal identification numbers will be issued for each filing year.

Do I have to request a personal identification number if I am not filing online?

No, you are not required to request a personal identification number (PIN), but you will need a PIN to view the entries made into your secure account by the Assessment and Certification Division. Every county, regardless of how they file, will have a secure online account created, which is only viewable online using the individual secure PIN. If you file in paper format, your information will be entered into your account by the Assessment and Certification Division (ACD). If you wish to view the entries made by the ACD, you will need to have a PIN to access your account online.

Will we still have the self-calculating excel version of the forms available?

No. The online form will take the place of the prior excel spreadsheets and will be self-calculating and will pre-fill many of the entries for you. You will have the capability of printing off your reports or saving them in various formats including Microsoft Excel, Rich Text Format, PDF, Plain Text, Mht, or as an image.

Can other counties see my information?

No. Your personal identification number (PIN) is specific to your county and your county's secure account, and restricts access to the person who you have authorized to use the PIN to view your information.

What should I do if I think the security of my PIN has been compromised?

Once the PIN is issued, it is your responsibility to maintain the security of the PIN. If the security of your PIN has been compromised, it is your responsibility to immediately contact the Assessment and Certification Division at (517) 241-4338 to avoid any unauthorized access. Depending on your situation, you may be required to submit a new form 4606 to recertify authority to obtain a new PIN.

What do I do if I make a mistake completing the online forms, or if my data changes after I have submitted the forms?

If you have not yet transmitted your final data by pressing the <OK> button, you can make changes within the forms. The program allows for multiple opportunities for printing and reviewing your reports prior to submitting them to the State, and will also provide an opportunity to print signature pages for you to obtain the necessary signatures from the Board of Commissioners for the L-4024. Once you have pressed the <OK> button, and your data has been transmitted, you must contact the Assessment and Certification Division at 517-373-3489 to make changes and/or obtain access to the account.

What am I supposed to do with the signature pages for form L-4024 that I have printed?

You are still required by statute to obtain the required signatures on the L-4024 form, but no longer need to send the hardcopies to the State. You will need to maintain your original hardcopy in your county files to be in compliance with statutory signature requirements. The certified PIN number that you use to access the account serves as a replacement for any other signatures that may be required.

What if I cannot complete all of the reports in one session, can I come back later to finish the reports?

Yes, you can return to the program as many times as needed to work on your reports as long as you have not pressed the final <OK> button to transmit your data. The program allows for you to save your data at any time while working on it, even if you are not ready to submit the final reports. Once you have pressed the <OK> button, and your data has been transmitted to the State, you will have to contact the Assessment and Certification Division to make any changes and/or obtain access to the account.

Who do I call if I have difficulty completing my Equalization Reports online?

Contact the Assessment and Certification Division at 517-373-3489 for assistance.

Why is Personal Property now listed separately by class on the L-4046?

These changes were made to accommodate changes in the law related to the new Michigan Business Tax.

I noticed that the Homestead and Non-Homestead Section of the form has changed. What is the proper way to complete this section?

There have been two additional fields added to the form to accommodate the Industrial Personal Property and the Commercial Personal Property which now qualify for the new millage exemptions under the Michigan Business Tax. These fields will be pre-filled from the data which you enter in the top portion of the form and the values should not be included in the Homestead and Non-Homestead fields. Qualified Forest property has been added to the list of values to be included in the Homestead and Non-Homestead fields of the form. The sum of the four values in this portion of the form should equal the sum of the Total Real and Personal Property which is listed in the upper section of the form.

How do I get the forms to print correctly from the online site?

When using an online reporting system, there can occasionally be issues related to printing that are dependent on several different factors, including but not limited to, the type of browser you have, the age of the software version you are using, and what kind of printer you have. For this reason, the program has been developed with several printing options for you to find the method that works best for your particular needs. You may use the printer function of your browsing program by choosing print from the toolbar at the top of your screen. You may also use the program print function by using one of the two print icons located at the top of the report page. One icon will allow you to print the entire document, and the other icon allows you to print a single page. We have found that choosing to view the reports in a PDF format by using the dropdown menu at the top of the report and choosing PDF, then printing this view by using the browser toolbar at the top of the screen, provides the cleanest report without any unnecessary header and footer data included. If after trying these different options you are still having difficulty, please feel free to contact our office at 517-373-3489 for assistance.